Suggested language for letter to the Social Security Administration from F-1 student’s ON-CAMPUS EMPLOYER (Verifying Employment)

(Letter must be typed on official school or department letterhead stationery and must contain the employer’s original signature)

[Today’s Date]

To Whom It May Concern,

This is to certify that ______________________ is an F-1 student and has been offered, or is already working in general, on-campus employment.

Nature of/Title of Employee’s job:

________________________________________________________________________

Start Date: ________________ Number of Hours/Week: ________________

Employer contact information:

13-5562985 (Employer’s Identification Number (EIN))

______________________________________ (Employer’s Telephone Number)

______________________________________ (Employer’s Printed Full Name)

Employer’s Signature: ______________________________

Employer’s Title: ______________________________

Date: ______________________________

Edited 12/14/21